



Merchandising/Resell Vendor Application

Saturday & Sunday, October 1-2, 2016

Application Deadline:
September 15, 2016

Applicant Information

Name of Business/Organization: _____

☐ Commercial

☐ Non-Profit

Applicant Name or Authorized Representative: _____

Mailing Address: _____ City: _____ ST: _____ Zip: _____

Phone: _____ Cell: _____ Email: _____

PLEASE FILL OUT ALL INFORMATION BELOW (review *General Provisions* on reverse side and sign)

Will you be attending Saturday only or Saturday and Sunday? Sunday is optional and there is no additional charge for the second day. ☐ Saturday and Sunday ☐ Saturday only

Exhibiting Artist/Craftsman: To qualify as an exhibiting artist/craftsman you must agree to demonstrate/create your art/craft for a minimum of 4 hours during the event. Vendor fees are waived for exhibiting art/craft vendors upon event management approval.

Please select one: ☐ Exhibiting (must create art/craft for minimum of 4 hours to qualify) ☐ Non-Exhibiting/Sales only

Space Requirements: *Width* _____ X *Length* _____

(The Overall size must include all space for tent/vehicle/trailer, towing hitch, supply vehicle, or other required.)

Electricity: Electrical supply is 110 volts 20 amps. (220-volt power is **NOT** available.) The fee is \$25.00 per outlet or \$40.00 cash per outlet on the day of the event. *Space with electrical is limited – no guarantees day of the event!*

Electrical Hookups Needed: ☐ YES ☐ NO

Products: Please list all items you wish to offer at the Congaree Bluegrass Festival this year. Due to the Festival's intent not to duplicate vendor offerings, you will be required to sell only the items that are approved by the Cayce Events Committee prior to the event.

Item: _____ Item: _____ Item: _____

Item: _____ Item: _____ Item: _____

Fee Calculation:

Total # of vendor spaces needed (10' x 10') _____ X \$50 ea. = \$ _____

Additional space (10' x 10' for total of 10' x 20') _____ X \$25 ea. = \$ _____

Electrical Hookup (110 volts, 20 amps) limited availability _____ X \$25 ea. = \$ _____

TOTAL FEE \$ _____

Checklist

_____ All information complete above

_____ The *Agreement and General Release* on back of this form signed and dated

_____ Check/Money order made payable to: **CONGAREE BLUEGRASS FESTIVAL** (TOTAL FEE from above)

Mail to: Congaree Bluegrass Festival, ATTN: Kara Carmine, P.O. Box 2004, Cayce, SC 29171

FESTIVAL INFORMATION • (803) 550-9520 • FAX (803) 796-9072 • Email kcarmine@cityofcayce-sc.gov

www.cityofcayce-sc.gov

GENERAL PROVISIONS – APPLICABLE TO ALL PARTICIPANTS
First come, first. Send applications in early!

1. Vendors are allowed to keep 100% of their sales
2. No applications will be processed without the accompanying total fee as calculated on the front of this form. All space fees are non-refundable unless the application is rejected. In the event of rejection, the total fee will be returned. No refunds will be made for inclement weather.
3. Sales tax and licenses are the responsibility of each vendor. Information regarding taxes may be obtained from the S.C. Department of Revenue by calling 803-896-1350. Vendors must display a current S.C. Business License or provide proof of exemption.
4. All vendors must comply with DHEC sanitation guidelines. For information about guidelines go to www.scdhec.gov/health/envhlth/food_protection/permits.htm.
5. All vendors must complete the City of Cayce Fire Marshal's Special Event application and abide by the Special Function Fire Safety Guidelines provided with this application. (Does not apply to arts/craft or non-food vendors)
6. All vendors must provide appropriate grease storage containers. Vendors are prohibited from pouring any amount of grease on the ground. (Does not apply to arts/craft or non-food vendors)
7. Vendors will be provided with a space that is approximately 10' x 10', unless otherwise requested and paid for. Space is limited and will be assigned on a first come, first serve basis and assignments are not negotiable. Display equipment, items or grills outside the overall space purchased **will not be allowed**. Additional space must be purchased prior to the event to accommodate your complete exhibit including grills.
8. Each participant will keep his or her designated area clean and free of debris during the entire day. A final cleanup must be done at the end of the event.
9. Vendors are responsible for providing their own tables, chairs, LP gas, etc.
10. Electrical power is limited and is not guaranteed. The festival's on-site electrician is the final authority on all matters concerning our electrical system.
11. No sharing electricity with other vendors.
12. All vendors that use flammable gas will have a fire extinguisher that meets applicable state and local fire codes.
13. **All commercial food vendors are responsible for their own liability insurance.**
14. No sale or giveaway of any product or item with a festival logo will be permitted.
15. No give away of balloons, t-shirts, ball caps, candles or other treats are permitted.
16. Festival officials reserve the right to have removed any participant that is deemed obnoxious or is performing activities that do not follow the traditions of the festival. Alcoholic beverages are strictly prohibited.
17. Vendors/Exhibits must open promptly at 11:00 a.m. Saturday, October 1, 2016.
18. All vehicles must be removed from the festival area one hour before the vendor area opens.
19. Vendors must display a menu of all items being sold at booth and must not sell any item not shown on a menu.
20. To apply for space, complete the application on the front of this form, sign the *Agreement and General Release* below and mail with check or money order made payable to **CONGAREE BLUEGRASS FESTIVAL** and all required paperwork to:

Congaree Bluegrass Festival, ATTN: Kara Carmine, P.O. Box 2004, Cayce, SC 29171

(All applications and fees must be received by the Congaree Bluegrass Festival no later than **September 16, 2016**)

AGREEMENT AND GENERAL RELEASE

I have read, understand and agree to abide by the above listed provisions and guidelines for this event. In addition, applicant on its behalf and on the behalf of its individual participants, completely release the CONGAREE BLUEGRASS FESTIVAL, its committees, the City of Cayce, and any and all civic organizations that are participating in this festival and associated events from all claims and causes of action of any kind which it now has or may later have against the above mentioned entities, their officers, agents, employees or volunteers in any way arising out of the applicant's participation in the festival. Furthermore, applicant agrees to save harmless from and indemnify these entities against all claims and causes of action of any kind arising from its participation in the festival and will defend on behalf of these entities any suit brought against them jointly or individually arising out of the applicant's participation in this festival. Applicants shall acquire during the active period of its participation in the festival and at its own expense such public and contingent liability insurance as will protect the applicant's participation in the festival.

Applicant's Signature _____ **Date** _____

For office use only

Date received _____ ☐ Confirmation Mailed _____ Space ID assigned: _____

☐ Application Complete ☐ Full fee received Check / MO # _____

Amount \$ _____